



Montgomery County PUBLIC LIBRARIES

Where the County **READS** ♦ Where the County **MEETS** ♦ Where the County **LEARNS**

Library Account Policies

- By Maryland Law, all library accounts are confidential.
- Library Privileges must be renewed annually.
- Lost or stolen cards must be reported immediately.
- Account holders in good standing may borrow materials, access internet PCs, and use databases.
- Account holders are responsible for all materials, fines & fees on their accounts.
- Library privileges are suspended when fines or fees on an account reach \$25.00.
- Interlibrary loans may incur fees, including charges by the lending library, late return fees, or photocopy fees.
- Nonresident Library Cards cost \$10.00. Non-refundable.
- Lost/damaged items assessed at full replacement cost.
- Replacing lost or stolen Library Cards costs \$2.00.
- Without a library card, ID must be shown to Check Out.

Access Your Account <http://www.montgomerycountymd.gov/library>

- Sign up for email notification on availability of your holds, and for date due reminders.
- Place your holds with delivery to any branch.
- View items checked out, due dates, fines, and cancel or suspend your holds.
- Pay fines using your Visa or MasterCard.

Loan Periods

Express DVDs	1 week (No renewal)
Regular Loan	3 weeks
MC Express	3 weeks (No renewal)
Large Print	6 weeks
Vacation Loan	6 weeks
Educator Loan	9 weeks (No renewal)
Interlibrary Loan	Varies (No renewal on OCLC loans)

Fee for Unclaimed Holds: \$1.00 fee per hold not picked up or canceled within 10 days of notice. Cancel unwanted holds in Your Account online, or by calling Ask-a-Librarian at 240-777-0001.

Renew Your Materials

- Many materials may be renewed twice.
- Renew in person at any branch.
- Renew online in Your Account.
- Call the automated renewal line 240-777-0007.

Items that Do Not Renew

- Titles with holds for waiting customers.
- Items renewed twice.
- MC Express (high demand) books.
- Express DVDs.
- Interlibrary Loan items from OCLC.
- Items borrowed on an Educator's Account.
- Items in accounts with \$25, or more in fines.

Overdue Fines

Material Types	Daily	Max
Adult Books	35 cents	\$15.00
Adult Paperbacks & Periodicals	35 cents	5.00
21-Day Express Books No renewals	50 cents	15.00
Adult Audiobooks & CDs	35 cents	15.00
Adult DVDs and VHS	\$1.00	15.00
Children's & Young Adult Books, Audiobooks & CDs	10 cents	5.00
Children's & Young Adult Paperbacks & Periodicals	10 cents	2.50
Children's DVDs & VHS Tapes	25 cents	5.00

How to Pay Fines and Fees:

Online: Login to Your Account and pay with your Visa or MasterCard.

In Person: Pay with cash or check at any Montgomery County Public Library Circulation desk.

By Mail: Mail your check, made payable to **Montgomery County, MD**, to the Montgomery County Public Library, Circulation Manager, 21 Maryland Ave., #310, Rockville, MD 20850